

WHY YOU SHOULD

(A few good reasons)

1. Environmental requirements apply to businesses both large and small.
2. New laws and regulations may have serious financial and legal consequences.
3. Expanded and detailed regulations may demand both technical and legal specialists.
4. Only licensed professionals can certify (sign-off) the following:
 - ◆ air/water/soil testing results
 - ◆ design and construction documents
 - ◆ abatement and remediation plans
 - ◆ environmental audits
 - ◆ land /air/water permits
 - ◆ compliance status
 - ◆ legal parameters

HOW YOU SHOULD

(Things to remember)

1. Define the category of your issue (hazardous waste, air, water, storage, etc.).
2. Determine role and scope of work needed.
3. Obtain statements of qualifications and proposals from three firms.
4. Evaluate your consultants.
Key points to consider in your evaluation:
 - ⇒ reputation and references
 - ⇒ license and certifications
 - ⇒ longevity and location of firm
 - ⇒ insurance-amount and type
 - ⇒ specific experience and approach
 - ⇒ ability to meet schedule
 - ⇒ communication style
 - ⇒ potential conflicts
 - ⇒ identity of project manager, lead attorney, and key staff
 - ⇒ relationship with regulatory agencies
 - ⇒ identity of sub-consultants
 - ⇒ team approach to project
5. Reach agreement, negotiate fee and finalize contract with top choice.

YOUR CHOICES

(Typical Consultants)

ENVIRONMENTAL ATTORNEY

- ◇ Provides advice on all state and federal laws and regulations.
- ◇ Assists with permitting and reporting.

ENVIRONMENTAL PROFESSIONAL

- ◇ Manages overall project to ensure all required tasks are completed within scope of work.

ENVIRONMENTAL TECHNICIAN

- ◇ Performs field office work, including mapping, sampling and surveying.

PROFESSIONAL ENGINEER

- ◇ Directs and provides final approval of all reports, key documents, and permits produced by technical staff.

GEOLOGIST

- ◇ Supervises and monitors groundwater site investigation of assessments and remediation system design.

BIOLOGIST

- ◇ Determines environmental effects on vegetation and animal life.

CHEMIST

- ◇ Analyzes and interprets air, water, and soil samples.

CONTRACTS AND FINANCES

(Suggested check list)

- ✓ Small scale projects require a simple letter of reference and a brief scope of work.
- ✓ Large scale projects require a detail scope of work with attendant drawings, terms and conditions.
- ✓ Provisions for change orders.
- ✓ Declaration of compliance to all laws.
- ✓ Provisions for confidentiality.
- ✓ Dollar amount and terms of contract payments.
- ✓ Final payment and completion terms.
- ✓ Conditions of termination.
- ✓ Guarantee of acceptable liability coverage.
- ✓ Specific environmental liability coverage.
- ✓ Level of owner indemnification.
- ✓ Pertinent bank/loan environmental clauses.
- ✓ Current lenders list of approved consultants.
- ✓ Lending institutions identified and committed early.



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For more information or assistance, call or write:
Tennessee Small Business
Environmental Assistance Program
8th Floor, L&C Annex, 401 Church Street,
Nashville, TN 37243-1551
1-800-734-3619
<http://www.state.tn.us/environment/dca/>
BGSBEAP@state.tn.us

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HOW TO SELECT

AN

ENVIRONMENTAL

CONSULTANT



Permit

Audit

Remedy

Citation

**Tennessee Department of
Environment & Conservation
Small Business Environmental
Assistance Program
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